

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070041-5

REPORTS INVENTORY

CONTROL NO.

009

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

25X1

Report of Activities

2. TYPE
OF
REPORT

STATISTICAL

☒

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

MEDICAL

☒

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

Dispatch

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Security

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Chief, Security Staff,

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-12	\$6.82	8	\$54.56	4	\$218.24
GS-05	3.15	4	12.60	4	50.40
					\$268.64

B. COSTS OF COMPUTER PRODUCED REPORTS

N/A					
-----	--	--	--	--	--

TOTAL COSTS PER YEAR

\$268.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To keep the Director of Security apprised of the activities of Security Careerists detailed to serve as security officers at overseas facilities. This reporting began in January 1970 to emphasize a delineation between the Station and Regional Security Staff activities

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0

16. DATE OF INVENTORY

2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070041-5